



## **Administrative Office of the Courts**

**John D. Minton, Jr.**  
Chief Justice

100 Millcreek Park  
Frankfort, Kentucky 40601-9230  
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[www.courts.ky.gov](http://www.courts.ky.gov)

**Jason M. Nemes**  
Director

### **Kentucky Court of Justice Grievance Procedure under The Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits of the Court of Justice. The Court of Justice's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than sixty (60) calendar days after the alleged violation to:

Carrie K. Byrd  
ADA Coordinator  
100 Millcreek Park  
Frankfort, Kentucky 40601  
(800) 928-2350  
[ADACoordinator@kycourts.net](mailto:ADACoordinator@kycourts.net)

Within fifteen (15) calendar days after receipt of the complaint, the ADA Coordinator or her designee will contact the complainant to discuss the complaint and the possible resolutions. Within fifteen (15) calendar days of the meeting, the ADA Coordinator or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Court of Justice and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within fifteen (15) calendar days after receipt of the response to the Director of the Administrative Office of the Courts ("AOC") or his designee.

Within fifteen (15) calendar days after receipt of the appeal, the AOC Director or his designee will contact the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the AOC Director or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.